To Be TV-01 Travel Authorizations File: Process: Travel Sub-Process: TV-01 Travel Authorization **Date:** 10/21/05 Page: 1/1 Prepared By: ERP Project Employee Employee **Employee Notified** Employee Notified Trip Denied Employeee Requests Approval For Trip Trip Approved Desires to Travel Does Trip Involve Does Trip Involve Is Trip In-State? Is Trip outside Continental US? Department Except to Travel Regs for Rates? Yes→ More Than 4 Approves Trip? Employees? Agency -Yes--Yes-Does Trip Involve Exception to Travel Regs for Rates? Yes Division of Accounts Approve? Yes **Budget Division** Approve? -Yes-**▶** Edison Updated Updated



Process Name: Travel		Process Identifier: TV		
Sub-Process Name: Travel Authorization		Sub-Process Identifier: TV-01		
Sub-Process Purpose and Object	ctives: To authorize travel for em	ployees		
the Budget Division if an excepti	on is being request to the alloware Division of Accounts approves tracel and juests for out of state travel and	able travel rates. Out of State tra avel if more than four employees the approval process will be ente	nust be approved by the agency and evel must be approved by the agency are going out of state or if travel is ered into Edison. In state travel	
Sub-Process Trigger(s): • Desire to Travel by State employee		Key Sub-Process Participants:		
Inputs:				
Input	Format	Volume/Time	Suppliers	
Travel authorization request	Electronic	200 per month	State employees	
Outputs:	_	_		
Output	Format	Volume/Time	Recipients	
Travel authorization approved	Electronic	200 per month	State employees	
Performance Measures Tracket	ed:			
Measure		Current Value	Target Value	
Approve employee travel within 3 working days of receipt of request		Up to 2 weeks	3 days	
		·		

Law, Policy, or Statute Site That Govern Sub-Process:	
	Change Required
Law, Policy, or Statute	(Yes/No)?
IRS Regulations, Tennessee Travel Regulations	No



Key Assumptions:	
 Travel approvals will be entered into Edison. 	
mprovements:	
 Automated workflow and email notifications 	
 Automated workflow and email notifications 	
Automated workflow and email notifications Change Management Concerns:	Communication Actions:
Change Management Concerns:	
	Communication Actions: Training for employees who travel Training for supervisors of employees who travel

Process: Travel File: To Be TV-02 Travel Claim

Sub-Process:TV-02 Travel ClaimDate:10/21/05Prepared By:Project Edison – State of TennesseePage:1/2

Complete travel Employee assignment Rework as Either Forward necessary Support to Fiscal Key Travel Claim into ERP or Image Document **♠** No Receive email Supervisor Approve? notification of claim -Yes-Receives Is supporting documentation notification and Match support to Is Agency on -Yes▶ supporting claim Post Audit? Obtain Approvals adequate? documentation **Agency Fiscal** No Yes Enter correction if needed Process request Edison and generate Update notification to supervisor

File: To Be TV-02 Travel Claim Process: Travel **Date:** 10/21/05 Sub-Process: TV-02 Travel Claim **Page:** 2/2 **Prepared By:** Project Edison – State of Tennessee Employee Receive email notification of approved claim **Agency Fiscal** AP-06 Is claim Accounts accurate with В adequate support? Disbursements Approve Payment -No-Enter correction Edison Update and generate email Update notification to employee



Target Value

3 days

Process Name: Travel		Process Identifier: TV		
Sub-Process Name: Travel Cla	ravel Claims Sub-Process Identifier: TV-02			
Sub-Process Purpose and Obje	ctives: To pay travel claims from	employees		
traveler will log into Edison to ke employee's name and address), system will determine the mileage. The claim will be automatically nor mail the receipts to the fiscal allowable mileage have been derequiring only the verification that the employee will log into the system.	ey in their travel claim. The travelope the dates and times of travel, the ge, the allowable meals, and flag outed to the approval chain for apporting directly to help minimize the etermined by the system, the audit the items requiring receipts have system to check on the status of the	submit travel claims to obtain reimber keys in their employee ID number starting and ending locations, and those claims that exceed the allow oproval of the trip itself. The employee time delay in processing of the trate of the claim in the agency and Act of the claim in the agency and Act of the claim and/or be sent email of the answer questions from employee travel claim and/or be sent emails of the answer questions from employee travel claim and/or the properties and the answer questions from employee travel claim and/or the sent emails of the answer questions from employees.	er (so the system can retrieve the d the lodging amounts. The rable lodging rate for the location. Expected by the status of the logging amounts.	
Sub-Process Trigger(s): • Travel by State employee		 Key Sub-Process Participants: Agency Division of Accounts Employee Supervisor 		
Inputs:	_	_	_	
Input	Format	Volume/Time	Suppliers	
Travel claims	Electronic	24,000 per month	State employees	
Outputs:				
Output	Format	Volume/Time	Recipients	
Warrants/ACH	Paper	24,000 per month	State employees	
Performance Measures Tracke	ed:			

Current Value

Up to two weeks

Measure

Pay employee within 3 working days of receipt of request



Law, Policy, or Stat	Change Required (Yes/No)?	
IRS Regulations, Tennessee Travel Regulations	No	
 Key Assumptions: Actual Mileage will be calculated by edison Per Diem amounts per location will be established 		•
Improvements: • Automated workflow and email notifications • Imaging of receipts		
 Change Management Concerns: Online entry of reimbursement request Large number of employees impacted Large number of supervisors impacted 	Communication Actions: • Training of employees • Training of supervisors	
Eliminated Non-Core Systems: TRIPS TDOT travel system		